

NOTICE OF CIVIL SERVICE EXAMINATIONS

FIREFIGHTER

San Marcos, Texas

The City of San Marcos will conduct two Civil Service Examinations in order to establish an eligibility list for hiring Firefighters. This eligibility list will be in effect for a period of one year from the second test date or until the list has been exhausted, whichever occurs first.

****See text box on page 2 for REQUIRED documents that must be submitted on-line by deadline: January 17th**

Test Date: January 18, 2019 or January 26, 2019

Option to select the test date will be available when completing the online application.

Time: NO ADMITTANCE TO THE TEST SITE AFTER 9:00 AM

Test site: San Marcos Activity Center, [501 E. Hopkins, San Marcos, Texas 78666](#)

Starting Salary: \$4,290 Monthly + \$150/month for Paramedic Certification (Total \$53,280 Annual)

Incentive Pay: Firefighters are eligible to receive incentive pay for Education, TCFP Certification, and/or Advanced EMS certifications (see below for more information)

Hiring Incentive: We will be hiring at least 10 firefighters from this eligibility list. We are offering a hiring incentive to candidates hired from this list of \$3,000 (half at hire and half at completion of probationary period).

Lateral Entry: The Lateral Entry Program provides candidates with at least 2 years prior full time work experience in a comparable fire/EMS agency, with no break in service of 180 days or more, with the ability to start above the first step of the pay scale. The Fire Chief makes the decision regarding eligibility for lateral entry. Placement may be up to step 19.3 of the pay scale based on years of experience in a comparable agency.

Physical Ability Exercise:

Candidates successfully completing the written exam should be prepared to complete the Physical Ability Exercise that same day. The swim exercise will occur immediately upon verification of a passing score on the written exam. Once the applicant has successfully completed the swim exercise, they will complete the Aerial Ladder exercise. Applicants that have successfully completed both exercises will be required to report to Station 5 for the Ability Course portion of the Exercise. Details are provided below:

Event: Ability Course Portion of the Physical Ability Exercise

Date: January 18, 2019 or January 26, 2019 (same date as your written exam)

Time: Roll Call at 1:00 PM

Place: San Marcos Fire Station #5, [100 Carlson Circle, San Marcos, Texas 78666](#)

MINIMUM QUALIFICATIONS INCLUDE:

- Must be at least eighteen (18) years of age and not over thirty-five (35) years of age on the date of the entrance examination.
- Must be a high school graduate or have equivalency certificate certified by the issuing agency (i.e.: Texas Education Agency).
- Must hold a Texas Department of State Health Services "DSHS" Emergency Medical Services Certification Paramedic (National Registry, Licensed, or Certification).
- Must possess a Basic (or above) Structure Fire Suppression [Certification](#) from the [Texas Commission on Fire Protection](#) or documentation from the Texas Commission on Fire Protection stating that the applicant is certified as a firefighter on the date of examination.
- Must be able to obtain a Class B Texas Driver's License within one year of employment.
- Must comply with all applicable Civil Service Requirements and Regulations.

OTHER REQUIREMENTS:

- Proof of valid driver's license with an acceptable driving record.
- **ADDITIONAL INFORMATION:** The Fire Chief may consider the applicant's failure to remove his/her name from any and all other fire department's eligibility list(s), and provide verification as requested, as a good and sufficient reason to pass over that applicant for initial appointment to a beginning position.
- Employees receive up to \$100/month for a College Degree or higher level TCFP Certification
- EMT-Paramedics will receive an additional \$150/month for maintaining their Paramedic Certification

APPLICATION PROCESS

Applicants must have applied online by January 17, 2019 and present a valid picture identification (i.e. driver's license, ID card etc.) to be admitted into the test site. Roll call will begin promptly at 9:00 AM. **Applicants not in attendance for roll call will not be permitted to take the test.**

Additional Points: Applicants who pass the examination with a score of 70% or more may be eligible to receive a maximum of five (5) additional points as outlined below. **The required documents must be attached through the application process by January 17th to be eligible for the additional points:**

- **Military Points (5 points):** Two (2) years prior honorable military experience (Honorable discharge from the United States Armed Forces). The DD-214 must reflect at least 2 years of active duty AND the word "Honorable" must be printed in the "Character of Service" section. The "Member-4" form includes the character of service.
- **Bachelor's Degree or greater (3 points):** A copy of the certified transcript must be provided.

Required Certifications must be provided:

The required (highest level) of certifications must be attached through the application process by January 17th to be eligible to take the exam January 18th or 26th.

1. **Texas Commission on Fire Protection Basic (or above) Structure Fire Suppression Certification.**
2. **DSHS Emergency Medical Services Certification Paramedic (National Registry, Licensed, or Certification).**

Applicants passing this written examination AND the physical ability exercise will be required to submit the Personal History Statement (PHS) to the San Marcos Fire Department. Applicants will have approximately two weeks to complete the PHS. The Personal History Statement, with additional instructions, will be emailed to you upon review of your application. Generally, applicants spend 12-15 hours to complete this thoroughly.

TEST SITE INFORMATION

1. Absolutely no talking during the exam except directly to the proctor(s).
2. No reading the questions or answers out loud, for any reason.
3. Any person requiring reasonable accommodations to take the examination shall make such accommodations known to the Civil Service Director, in writing, no later than 10 business days prior to their examination.
4. **No electronic devices are permitted inside the room during the examination.**

TEST INFORMATION

The City of San Marcos' entry-level firefighter examination tests applicants' ability to learn, remember, and apply information, reading comprehension, interests, situational judgment, and logical and mathematical reasoning ability. The examination is a two part process. The first part is reading and review of a study a booklet containing firefighter-related information. You will be given exactly twenty (20) minutes to read the booklet. During this time you should read and learn as much of the information as you can. The second portion is a multiple choice

written examination. You will be tested on how much of the information you can remember. You will not be able to take notes when reading the study materials or to refer to the study booklet during the test. A [study guide](#) is available for purchase from our test provider, IPMA-HR.

1. Personal items will not be allowed in the testing room (i.e. hats, purses, briefcases, cell phones, pagers, food, drinks, etc.). *No one* will be permitted to leave the building after the test has started until their test has been turned in.
2. Scoring:
 - A score of 70%, or more, is passing.
 - Applicants who pass and meet the criteria outlined above for additional points, receive a maximum of 5 additional points to increase their final score.
 - A single eligibility list will be established by listing applicants from both exams in order of applicant's final score. In the event of a tie in final score, the order will be determined by the date of receipt of application with the earliest date and time taking priority.
3. The Eligibility List will be posted on the City's webpage by 5:00 p.m. Monday, January 28th.

WHO IS CERTIFIED AND WHAT DOES THIS MEAN?

A certified firefighter is a person who holds a Basic, Intermediate, Advanced, or Master Structure Fire Protection Personnel Certification from the *Texas Commission on Fire Protection*. To obtain a Structure Fire Protection Personnel Certification from the *Texas Commission on Fire Protection*, a person must comply with Section 423, Subchapter A of the *Texas Commission on Fire Protection's Standards Manual*.

Qualified applicants must hold a minimum certification of Paramedic (National Registry, Licensed, or Certification). If you have any questions about your status with the Department of State Health Services, contact them through their [website](#).

This does not include any volunteer certification, military training or certification, or a certification from another state. If you have any questions about your status with *the Texas Commission on Fire Protection*, contact the Commission through their [website](#).